

**MINUTES: May 17, 2022**

**MEETING: Daytona State College  
District Board of Trustees**

**PLACE: Daytona State College's  
Daytona Beach Campus  
Wetherell Center (Bldg. 100), Room 402L  
1200 W. International Speedway Blvd.  
Daytona Beach, Florida**

**PRESENT: Dr. Thomas LoBasso, Corporate Secretary/President  
Dr. Randall Howard, Chair  
Betty Holness, Vice Chair  
Bob Davis  
Sarah Dougherty  
Randy Dye  
Robert Lloyd  
Garry Lubi**

**ABSENT: Lloyd Freckleton**

**Board Workshop began 1:02 p.m.**

Dr. LoBasso introduced Cassandra Griggs, TRiO Talent Search Project Director, and Robert Jacobs, TRiO Student Support Services Project Director, who provided an overview of the TRiO programs offered at the College. The programs are funded through grants from the Department of Education and assist low-income individuals, first-generation college students, and those with disabilities.

**Board Meeting began 2:00 p.m.**

**I. CALL TO ORDER**

Dr. Howard called the meeting to order at 2:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

Mr. Freckleton was absent. All other trustees were present.

**IV. PUBLIC PARTICIPATION**

Dr. Howard inquired if there were any members from the public that requested time to appear before the Board. No requests were received.

**V. CONSENT AGENDA**

- A. Approval of 4/14/22 Board Retreat Meeting Minutes
- B. Approval of 4/14/22 Board Meeting Minutes

- C. Approval of Agreements
- D. Approval of Agreements – Affiliation
- E. Approval of Budget Amendments
- F. Approval of Deletion of Inventory Items
- G. Approval of Donation Items – Surplus
- H. Approval of Non-Cash Donation Items
- I. Approval of Grant Applications
- J. Approval of Human Resource Recommendations
- K. Approval of Out of Country Travel – Boswell

**MOTION:** (Lloyd/Dye) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

## **VI. TIME RESERVED/PRESIDENT**

### **A. President's Update**

Dr. LoBasso thanked those who participated in the College's 62<sup>nd</sup> commencement ceremony. He shared the Foundation, under Tim Norton's leadership, organized a State of the College celebration at the News-Journal Center. The event had a great turnout and was an opportunity to engage with those attending and share information about the College. Another opportunity to engage with the community was the Palm Coast Songwriters Festival which was held on the Flagler/Palm Coast Campus. He shared the College held its first athletic banquet since 2019 and how great it was to recognize the athletes in person. He thanked those attending the Residence Hall ribbon cutting and shared students are very excited to have student housing on campus. He thanked Cerese Ramos and Elijah Houser for their work to fill up the rooms.

Dr. LoBasso participated in the Hungarian Summit and shared there may be some future opportunities with them and possibly a summer language institute. He also participated in the Shingo Conference which is Ireland's FAME type program. Daytona State's FAME students were on hand and doing quite well. This program was a great investment and the number of participants continue to grow in this program.

## **VII. FACILITIES**

### **A. Approval of Final Completion and Final Payment – Flagler/Palm Coast Campus Building 1 Remodel – Phase II**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained this was for Phase II which consisted of parking lot and site improvements for the Flagler/Palm Coast Campus.

**MOTION:** (Holness/Dye) The District Board of Trustees approve final payment for the Flagler/Palm Coast Campus Building 1 Remodel Phase II project in the amount of \$24,722.32 be made to Charles Perry Partners, Inc. Motion carried unanimously.

**B. Reduction in Retainage – Daytona Campus Student Housing**

Mr. Wainwright explained this was an information only item and has been presented to the DSC Housing Board for approval. Perry-McCall Construction, Inc. has requested a reduction in retainage in the amount of \$309,345.20 per the terms of their contract.

**VIII. FINANCE**

**A. Executive and Financial Summary Report as of 4/30/22**

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending April 30, 2022. Information reviewed included Fund 1 Operating Revenue and Expenses, Carry Forward Funds, Comparison of Actual Revenue Received to Budgeted, Three-Year Analysis of Tuition and Fees, Comparison of Actual Expenses to Budgeted Costs, Major Capital Projects Funding, Recap of Major Project Funding, and Summary of Major Capital Projects scheduled during the fiscal year and projects completed.

**B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000**

Mr. Cass presented as information.

**IX. ACADEMIC AFFAIRS**

**A. Approval of New Program: Cardiopulmonary Science B.S.**

Dr. Amy Locklear, Provost, explained this is the first step in applying to the State for approval. This program will provide professionals the opportunity to advance to the next level with a bachelor's degree.

**MOTION:** (Davis/Dye) The District Board of Trustees approve the Cardiopulmonary Science, B.S. program effective Fall 2023. Motion carried unanimously.

**B. Cost of Textbooks and Instructional Materials – Summer 2022**

Dr. Locklear explained Florida Statute requires information be presented to the Board on the costs of textbooks and instructional materials for the general education courses each semester. She shared the report shows more digital rental options. She shared there is now a subscription option offered by one of the publishers that allows student to access any book they publish, which can be a great cost saving for students.

**X. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Jon Pinney, Career Employees Association President; Alicia Alexander, Administrators Council President; Billie Jo Dunaway, Professional Council President; and Paul Capps, Faculty Senate President. Dr. LoBasso read Adrienne Toles-Williams, Student Government Association President's report as she was unable to attend the meeting.

**XI. TIME RESERVED/BOARD CHAIR**

**A. Approval of President's Annual Employment Contract**

Dr. Howard presented for approval.

**MOTION:** (Davis/Holness) The District Board of Trustees approve the President's Employment Agreement, as presented. Motion carried unanimously.

Mrs. Holness suggested considering a multi-year contract next year as opposed to a one-year contract. Mr. Dye concurred as long as it is not in violation of any laws or statutes. Dr. Howard shared his appreciation of the work that Dr. LoBasso and his team has done and was glad to have him at the helm going forward. Dr. LoBasso appreciated the renewal of his contract and the support of the Board and his team.

**B. Approval of Daytona State College 2022/2023 District Board of Trustees Meeting Schedule**

The June 2023 meeting date was amended to June 22, 2023, and the amended schedule was presented for approval.

**MOTION:** (Davis/Holness) The District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2022-2023. Motion carried unanimously.

**C. Board Chair's Update**

Dr. Howard shared graduation was a great event and you could feel the excitement. He thanked trustees who were able to attend and noticed everyone working commencement had a sense of family and excitement for the graduates and their families. The ribbon cutting for the Residence Hall was another great event and shared after the ceremony he had students express their thanks to the Board for supporting this project. He enjoyed the presentation on the TRiO programs and seeing the success rates was encouraging.

**D. Board Professional Development Opportunities**

Developmental opportunities for the Board were listed in the agenda as information.

**XII. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees.

**XIII. ADJOURN**

Meeting adjourned at 2:47 p.m.

June 23, 2022

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Date Approved

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Chairperson, District Board of Trustees

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Corporate Secretary, District Board of Trustees